



DEPARTMENT OF THE ARMY  
HEADQUARTERS, WARRIOR TRANSITION BRIGADE- NATIONAL CAPITAL REGION  
9045 BEALE ROAD  
BETHESDA, MD 20889-5634

MCAT-WTB-CDR

24 January 2014

MEMORANDUM FOR Warrior Transition Brigade- National Capital Region (WTB-NCR)

SUBJECT: Warrior Transition Brigade- National Capital Region (WTB-NCR)  
Policy Letter # 5 – Sexual Harassment/ Assault Response and Prevention Program (SHARP)

1. REFERENCE. AR 600-20, The Army Command Policy
2. APPLICABILITY. This policy applies to all personnel assigned, attached or personnel on temporary duty (TDY) to include Family members, civilian employees, and contract personnel within the Warrior Transition Brigade- National Capital Region (WTB-NCR). This policy extends to Bethesda, Fort Meade and Fort Belvoir WTUs.
3. GENERAL: Sexual harassment is a form of gender discrimination involving unwelcomed sexual advances and will not be tolerated within the Brigade. The Sexual Assault Prevention and Response Program is a command program designed to eliminate incidents of sexual assault through a comprehensive policy that centers on awareness and prevention, training and education, victim advocacy, response, reporting and follow-up. Prevention of sexual harassment requires leaders at all levels to have and teach integrity and respect.
  - a. The DOD's SAFE HELP LINE: 1-877-995-5247 or online at <https://www.safehelpline.org/>
  - b. WRNMMC 24/7 on call SARC: Ms Agnew, Kimberly (301) 442-2053
  - c. Fort Meade 24/7 on call SARC: Ms Kertes, Glennie (410) 212-4086
  - d. Fort Belvoir 24/7 on call SARC: MSG Wynn, Tamika (703) 740-6016
  - e. Additional inquiry or questions may be directed to the Sexual Assault Response Coordinator at (301) 221-7369.

4. POLICY:

- a. Sexual Harassment: The prevention of sexual harassment is everyone's responsibility. I will not tolerate sexual harassment in this command. Sexual harassment violates the normal standards of honesty and fairness expected for the Army personnel. Sexual harassment inhibits mission accomplishment and the unit's cohesion. Leaders at all levels will be committed to creating and maintaining an environment conducive to maximum productivity and respect. Sexual harassment is a form of gender discrimination involving unwelcomed sexual advances,

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request for sexual favors or verbal/physical conduct of a sexual nature between same and opposite sex when:

(1) Submission to, or rejection of such conduct is made either explicitly or implicitly a term or condition of a person's job, pay or career, or used as a basis for career or employment decisions affecting that person.

(2) Such conduct has the purpose or effect of unreasonably interfering with an individual's work performance or creates an intimidating or offensive work environment.

(3) Personnel should report sexual harassment directly through their chain of command, Equal Opportunity Advisor or the Inspector General. Commanders will take actions to resolve any complaints expeditiously and at the lowest level possible.

b. Sexual Harassment/ Assault Response and Prevention Program (SHARP):

(1) Every Soldier who is aware of a sexual assault will immediately report the incident to the on call SARC (contact information in paragraph 3) for restricted or unrestricted reports. Sexual assault is a criminal offense that degrades mission readiness and devastates units' and the installation's ability to work effectively as a team. Sexual assault is incompatible with the Army Values and is punishable under the Uniform Code of Military Justice (UCMJ).

(2) The command will recognize that victims of sexual assault have the right to be treated with fairness, respect, dignity and privacy. They have the right to be: reasonably protected from the offender; provided victim-witness and advocacy services; be notified of court proceedings; provided a confidential avenue for reporting incidents; and offered medical treatment and counseling.

(3) Commanders and leaders will ensure that Soldiers receive sexual assault prevention and awareness training and that Soldiers are aware of sexual assault reporting options: restricted and unrestricted.

(4) Restricted reports may be provided to Installation or Unit Victim Advocate Installation Sexual Assault Response Coordinator (SARC), Chaplain, and or health care providers.

5. REPORTING PROCEDURES: In the event an unrestricted sexual assault is reported that involves (victim or offender) a GS civilian or uniformed member assigned or attached to the WTB the following procedures within the time constraints will occur.

a. Within the first 2 hours of an initial report of an alleged unrestricted sexual assault:

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(1) Telephonic notification to the Brigade Commander at 202-344-0443 followed by an email containing “NRMC Sexual Assault Commander’s Brief” information (see Enclosures) in the body of the email.

(2) “NRMC Sexual Assault Commander’s Brief” **will not** include personally identifiable information (name, SSN, etc) or other than general details about the incident.

(3) No command investigations or preliminary inquiries will be conducted to obtain this information.

(4) Phone call will consist of the following information: who was involved, what happened, when did the incident occur, where did the incident occur, how/why did the incident occur.

(5) In the event the Brigade Commander cannot be contacted telephonically, and the likelihood of satisfying the three hour time limit is in jeopardy, subordinate Commanders have the authorization to telephonically notify the NRMC Commander using the steps below.

b. Within the first 3 hours of an initial report of an alleged unrestricted sexual assault:

(1) Brigade Commander will make telephonic notification to NRMC Commander followed by an email containing “NRMC Sexual Assault Commander’s Brief”

(2) Phone call will consist of the following information: who was involved, what happened, when did the incident occur, where did the incident occur, how/why did the incident occur.

(3) Phone call to NRMC Commander will be within 1 hour of learning of the unrestricted sexual assault

c. Within the first 6-12 hours of an initial report of an alleged unrestricted sexual assault:

(1) Submit initial SIR/CCIR directly to [WTB-Operations@health.mil](mailto:WTB-Operations@health.mil) in standard SIR/CCIR format.

(2) The SIR/CCIR **will** include personally identifiable information (name, SSN, etc) thus MORE than general details about the incident.

d. Within the first 24 hours of an initial report of an alleged unrestricted sexual assault, WTB Ops will format the SIR/CCIR in an EXSUM and MEDCOM Form 104-R and submit to NRMC Ops at [usarmy.belvoir.medcom-nrmc.mbx.ops@mail.mil](mailto:usarmy.belvoir.medcom-nrmc.mbx.ops@mail.mil) and MDW Ops at [usarmy.mcnair.mdw.mbx.jfhqncr-joc-cmd-watch-omb@mail.mil](mailto:usarmy.mcnair.mdw.mbx.jfhqncr-joc-cmd-watch-omb@mail.mil).

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e. Within the first 7 calendar days of an initial report of an alleged unrestricted sexual assault WTB Ops will submit an updated EXSUM to NRMC Ops and MDW Ops.

6. The point of contact for this policy is the Brigade Equal Opportunity Advisor (301) 400-2286.

Caring for Our Soldiers.....Heal, Educate, Transition!

2 Encl

1. NRMC Sexual Assault Commander's Brief
2. Chain of Command contact list



DANA S. TANKINS  
COL, SC  
Commanding

